REQUEST TO HIRE A SAMCERA RETIREE BEFORE THE REQUIRED 180-DAY BREAK IN SERVICE

For General Members & Safety/Probation Members Performing Non-Safety Related Services

Purpose: To request the Board of Supervisors to certify that the extra-help or contract employment of a general member retiree or safety member retiree providing non-safety-related services is necessary to fill a critically needed position less than 180 days from the date of the retiree's retirement.



INSTRUCTIONS

- 1. The hiring manager must:
 - a. Complete Sections I, II & III of this form;
 - b. Attach the completed SamCERA form, "Certification of Compliance for Post-Retirement Employment;" and
 - c. Submit both forms to the Department Head.
- 2. If the Department Head gives approval in Section IV, forward form to the County Manager or Human Resources Director, as applicable.
- 3. If the County Manager or Human Resources Director gives approval in Section V, proceed with requesting approval from the Board of Supervisors.

Note: EVEN IF THE BOARD OF SUPERVISORS APPROVES THE REQUEST, the break in service may only be reduced to 90-days if:

- a) the General member retired younger than age 60; or
- b) the Safety/Probation member retired younger than age 53. For Safety/Probation members, 90 days is mandatory. But unlike General members, anything over 90 days does not require a Board Resolution.

SECTION I: HIRING MANAGER		
HIRING MANAGER'S NAME		
DEPARTMENT	DIVISION	
JOB TITLE	PHONE NUMBER	
EMAIL		

SECTION II: SAMCERA RETIREE INFORMATION				
RETIREE'S NAME	DATE OF RETIREMENT			
FORMER CLASSIFICATION				
FORMER DEPARTMENT				
SECTION III: POSITION INFORMATION				
TYPE OF POSITION EXTRA-HELP CONTRACT				
CLASSIFICATION TITLE (N/A for contractors)	CLASSIFICATION CODE (N/A contractors)			
WORKING TITLE (IF ANY)				
DEPARTMENT	DESIRED START DATE			
DURATION OF ASSIGNMENT (INCLUDE ESTIMATED NUMBER C	DF HOURS)			
BRIEF DESCRIPTION OF DUTIES:				
Provide details about the critical need to fill this appointment within 180-days of retirement:				
1. What is the critical need (assignment, project or service) that	makes this appointment necessary?			

2. Why does this assignment, project or service need to begin in less than 180 days?				
2. Why does this assignment, project or service need to begin in less than 180 days?				
3. Please explain how this critical need arose (and if applicab	le evolain why	this assignment or project was not		
	ic, explain willy	this assignment of project was not		
completed prior to this person's retirement).				
4. What unique skills or experience does the retiree possess	to necessitate t	the services of this retiree?		
1. What amque skins of experience does the retiree possess	to riccessitate	the services of this retiree.		
SECTION IV: DEPARTMENT HEAD RECOMMENDATION				
DEPARTMENT HEAD (print name)		DEPARTMENT		
$APPROVED \Box$	DENIED			
(Submit to Director of Human Resources)				
(Submit to Director of Human nesources)				
REASON FOR DENIAL:				
REASON FOR DENIAL.				
DEPARTMENT HEAD SIGNATURE		DATE		

COUNTY MANAGER or HUMAN RESOURCES DIRECTOR (print name) APPROVED DENIED CIPROceed to request approval from the Board of Supervisor process and provide copies of Board Materials to SamCERA.) REASON FOR DENIAL: COUNTY MANAGER or HUMAN RESOURCES DIRECTOR SIGNATURE DATE Note: SamCERA's form, "Certification of Compliance for Post-Retirement Employment" must be attached to this form when submitting for review.